Mr. Ries

English 6, 7, and 8

Writing Standard for

Language A

Student Instructions

Sally Student

English 7B

Mr. Ries

August 12, 2011

**Formatting and Titling for English Class**

The presentation of your essays in English should follow the style utilized on this sheet. Your header should have four lines, be flushed left, and single space. The header of your document should be bolded, but not also underlined (it is redundant to both bold and underline). Major words in a title are capitalized; minor words are not (see above).

Your essay itself should be double space. The font you utilize should be a serious font, such as Times New Roman, Ariel, or Helvetica. Do not use bold anywhere in your essays at any time for any reason. If you *must* draw attention to something, use italics; they should be used sparingly. Exclamation points, while permissible in a creative piece, are rarely if ever used in an analytical essay. Please use flush left in all of your essays.